

**19 SEPTEMBER 2000**



**Medical**

**MILITARY AND CIVILIAN CONSULTANT  
PROGRAMS AND MEDICAL ENLISTED  
CAREER FIELD MANAGER PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFMC/SGPQ (Ms. Sarah Tackett)  
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This instruction does not apply to the Air National Guard or US Air Force Reserve units and members. Units may further supplement this command supplement, as required. If supplemented, please submit a copy to HQ AFMC/SGPQ, 4225 Logistics Avenue, Room N209, Wright-Patterson AFB OH 45433-5761.

**SUMMARY OF REVISIONS**

This instruction has been substantially revised to correspond with AFI 44-104. It includes new selection process, consultant responsibilities, application and appointment procedures. It also includes information about the Medical Service Enlisted Career Field Manager (CEM) program to include program overview and objectives, selection/appointment process. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. A bar (|) indicates revision.

**1. Policy.** AFMC consultants bring additional professional expertise to each medical unit they visit and are selected on an as needed basis to perform specific tasks. They should think of themselves as extending the scope of specialty coverage. They should be received and accorded the respect and dignity given consultants everywhere. Career Field Advisors are appointed by the Command Surgeon and work independently and routinely within the scope of their specialty to meet the Air Force Medical Service (AFMS) mission.

**2. Purpose.** The aim of this program is to select specialists to serve as teachers, consultants, and advisors. Individuals selected as consultants/advisors may, upon request, perform one or more of the following functions:

2.1. Augment the major command (MAJCOM) staff during staff visits.

- 2.2. Provide technical advice concerning their specialty, e.g., review of draft instruction, peer review standard of care determination, etc.
- 2.3. Perform independent professional consultation, or staff assistance visits.
- 2.4. Conduct education programs and career counseling for military members of the same specialty.
- 2.5. Help monitor the standards of health care practiced within AFMC.
- 2.6. Conduct medical incident investigations according to AFI 44-119, Clinical Performance Improvement Management.
- 2.7. Promote harmony between the professional staffs of AFMC medical treatment facilities (MTF) and adjacent civilian communities.
- 2.8. Career Field Advisors serve as liaisons to their specialty (e.g., Pharmacy, Laboratory, Radiology, Optometry) and work independently throughout the command on special projects within the AFMC and AFMS mission.

**3. Scope.** Consultants to the AFMC Command Surgeon may be designated from any specialty within the medical service. Identification and selection of consultants are limited only to those necessary to provide the best medical support. Honorary consultant designation of civilian specialties is unlimited. Attachment 1 lists some specialty areas from which consultants can be selected. Career Field Advisors are designated in writing by the Command Surgeon for Pharmacy, Radiology, Laboratory, and Public Health and must meet certain requirements throughout their appointment to include:

- 3.1. Keep MAJCOM/SG aware of all career field issues
- 3.2. Maintain regular and consistent contact with all medical treatment facilities within the command for the compilation of information as well as addressing concerns with in the Command and forwarding those concerns to MAJCOM.
- 3.3. Act as primary point of contact for career field policies and program requirements and coordinate with MAJCOM staff (AFMC/SGP) prior to field implementation. Provide courtesy copy of all correspondence.

**4. Consultant/Career Field Advisor Selection.** The AFMC Command Surgeon designates qualified individuals as consultants by awarding a certificate to the selectee. The Chief of Professional Staff Management, HQ AFMC/SGPQ, functions as the office of primary responsibility (OPR) for this program. HQ AFMC/SGPQ maintains a current roster of selected consultants/career field advisors and publishes a roster listing all consultants/advisors and managers before 15 December of each year.

- 4.1. The MTF commanders, senior medical service staff officers, and members of the Command Surgeon's office staff may nominate highly qualified military personnel or civilian specialists for selection as a consultant/CFA to the Command Surgeon. Nominations must reach HQ AFMC/SGPQ by 1 October of each year for selection. Negative replies are required from each MTF. Submit nominations in writing with current curriculum vitae typed in the format outlined in attachment. Nomination may be accepted throughout the year on an as needed or case-by-case basis. Eligible nominees must be highly qualified in their specialty (including board certification when appropriate), have demonstrated superior performance, and be actively engaged in their specialty. Military nominees are normally senior career officers who have demonstrated outstanding competence in the professional and administrative requirements of their specialty. Civilians may be nominated based on outstanding

competence and exceptional support to local MTFs in health care activities or as honorary recognition for their support of AFMC medical programs.

4.2. Senior officers at the AFMC Surgeon's office formally review all nominations before submitting recommendations to the Command Surgeon for final approval. Letters of appointment may specify terms of appointment but in no case will an appointment term exceed 3 years.

4.3. The Command Surgeon will appoint Career Field Advisors from senior candidates within the AFMC Consultant List. The selected advisors will be notified in writing with an agreement to fulfill specific responsibilities throughout the appointment term.

4.4. Upon designation by HQ AFMC/SG, certificates will be distributed through the facility commander to the selected individuals.

4.5. Identification as a consultant/career advisor to the AFMC Command Surgeon does not confer additional obligations on the individual over that implicit in the recognition itself, except as noted elsewhere in this instruction.

**5. Medical Enlisted Career Field Managers:** The AFMC Command Surgeon designates qualified individuals as AFMC Career Field Functional Managers. The Chief, Medical Enlisted Issues, HQ AFMC/SG, functions as the office of primary responsibility (OPR) for this program. The Chief, Medical Enlisted Issues publishes the roster listing all AFMC Career Field Functional Managers, and makes changes as required.

5.1. The most senior NCO within a given AFSC, along with their commander's approval and a history of sustained outstanding performance, will be appointed as an AFMC Career Field Functional Manager. If this person is unable to accept the nomination, the next most senior NCO meeting the previously described performance criteria will be nominated.

5.2. The primary duties are outlined in the appointment letter and focus on training, staffing, and career field issues. Areas critical to command communication flow and reporting procedures are also emphasized.

**6. Consultant Visits.** Routine and recurring consultant visits for special programs are determined by the commander of the facility to be visited or at the discretion of HQ AFMC/SG. Requests for consultant visits are made directly to HQ AFMC/SG. Normally, funding is provided by the requesting facility. The designated consultant in coordination with the MTF visited and the HQ AFMC/SG staff schedules these visits. Visits by local civilian consultants at no cost to the Air Force for coordination, familiarization, or recognition do not require formal requests; however, the local commander will report all such visits.

6.1. Other Services. Periodic visits and consultant visits to MTFs of other commands or services may be arranged in a similar fashion as above. Funding is negotiable and may be provided by the receiving facility.

6.2. Consult Visit Request Procedures. The requesting MTF commander will send the request to HQ AFMC/SGPQ. The request should include the specialty required, the reason for the visit, proposed dates, fund cite if applicable, and a point of contact (POC) who will arrange for billeting and local transportation. HQ AFMC/SGPQ will coordinate and schedule the visit with a consultant and the consultant's commander.

6.3. Coordination Procedures. The consultant should ensure that telephone communication, in addition to written messages, precede each visit to optimally coordinate all lectures, patient consultations, etc. The host commander or a designated representative should make the consultant's visit personally rewarding. Dedicated office space and administrative support is essential. The host's major goal should be to ensure the consultant will wish to return to visit the facility, staff, and surrounding community.

6.4. Consulting Privileges. Military or civilian consultants may be awarded temporary privileges if their visit is an emergency and time limited to 5 days. The provider would receive a temporary medical staff appointment running concurrently with the privileges. The majority of the providers will be awarded regular privileges based upon full verification, and review of credentials, and approval of the MTF commander. An affiliate medical staff appointment may be granted with regular privileges according to AFI 44-119. Instead of full review of privileges, an interservice/intraservice credentials transfer brief may be used if the provider has privileges at another DoD MTF according to AFI 44-119. Providers privileges must be in good standing at his/her parent MTF.

6.5. Consultant Visit Documentation:

6.5.1. Each clinical consultant must submit a formal report of visit within 10 workdays after returning to his or her home station. Use the letter format shown in attachment 3. Send copies to the following addressees:

6.5.1.1. Original to the MTF Commander, THRU the HQ AFMC Command Surgeon. The Command Surgeon's Staff will review and make any comments prior to sending it to the MTF Commander.

6.5.1.2. Copy to: MAJCOM surgeon of the facility visited when other than AFMC resource.

6.5.2. Civilian consultant should be encouraged by the Chief of Hospital/Clinic Services to send reports to the local commander on their visits. The local commander sends a copy of these reports to HQ AFMC/SGPQ.

6.6. Continuing Health Education (CHE). It is desirable that each visiting consultant has at least three Category I CHE lectures preapproved for use throughout the current fiscal year.

6.6.1. Consultants Responsibilities. Apply for Category I recognition of their programs according to AFI 41-117, Medical Service Officer Education.

6.7. Canceled Visits. The sending MTF should notify the receiving MTF and HQ AFMC/SGPQ promptly when a scheduled consultant visit must be canceled.

6.8. Unscheduled Visits. The MTF commanders or HQ AFMC/SG may request additional unscheduled consultation at any time during a particular year. Direct coordination between the local commander and consultant is authorized. HQ AFMC/SGPQ must be notified when such arrangements are made. Normally, funding of these special visits is provided by the requesting MTF.

GEORGE W. SEIGNIOUS IV  
Colonel, USAF, BSC

**Attachment 1**

**CONSULTANT SPECIALTY AREAS**

**MEDICAL CORPS:**

All Specialties

**SURGERY:**

All Specialties

**DENTAL CORPS:**

All Specialties

**BIOMEDICAL SCIENCE CORPS:**

All Specialties

**NURSE CORPS:**

All Specialties

**NON CORP SPECIFIC:**

Risk Management

Patient Relation

Accreditation (Hospital/Ambulatory)

Health Promotions

Health Information Management

Medical Librarian

Public Health

Utilization Management

Clinical Investigations

**CAREER FIELD ADVISORS:**

Pharmacy  
Radiology  
Laboratory  
Public Health

**ENLISTED CAREER FIELD FUNCTIONAL MANAGERS:**

4A0X1	4M0X1
4A1X1/4A2X1	4P0X1
4B0X1	4V0X1
4C0X1	4J0X1,X2
4D0X1	4N1X1s
4E0X1	4Y0X1/X2/X3
4F0X1	4R0X1s
4H0X1	4T0X1/X2/X3
4N0X1s/4U0X1	4Y0X1/X2

**Attachment 2****CURRICULUM VITAE FORMAT**

**AUTHORITY:** 10 U.S.C. 8013; F030 AF A.

**PURPOSE:** To provide information necessary for the selection of consultants to the AFMC Surgeon.

**ROUTINE USE:** For processing activities and approval authority to determine if nominees meet criteria or recognition as consultants to the AFMC Surgeon.

**DISCLOSURE IS VOLUNTARY:** However, if personal information is not provided, no further action can be taken on the application and approval cannot be granted.

**CURRICULUM VITAE****1. IDENTIFICATION:**

a. Date:

b. Name: \_\_\_\_\_  
(Last) (First) (MI)

c. Grade:

d. Birthdate:

e. Current Assignment and Office Symbol:

g. Office Phone (DSN):

h. E-Mail Address:

**2. BACKGROUND:**

a. Undergraduate Education:

(1) School:

(2) Major:

(3) Degree:

(4) Date:

b. Professional Education:

(1) School:

(2) Degree:

(3) Date:

## c. Post-graduate Education:

- (1) Hospital:
- (2) Specialty:
- (3) Date:

## d. Professional Specialty Course:

- (1) Course Title:
- (2) Location:
- (3) Date:

## e. Professional Military Education:

- (1) Course Title:
- (2) Location:
- (3) Date:

**3. LICENSURE AND CERTIFICATION:**

## a. Licensure:

- (1) State:
- (2) License Number:
- (3) Date:

## b. Specialty Board Certification:

- (1) Specialty:
- (2) Certificate Number:
- (3) Date:

## c. ACLS Certification:

- (1) Date:
- (2) Category:

## d. ATLS Certification:

- (1) Date:
- (2) Category:

**4. PROFESSIONAL ORGANIZATION MEMBERSHIP:****5. HONORS AND EXECUTIVE POSITIONS HELD:****6. PUBLICATIONS:****7. HOURS OF CONTINUING EDUCATION IN LAST TWO YEARS (LIST):****8. OTHER CONTRIBUTORY INFORMATION:**



**Attachment 3**

**FORMAT FOR AFMC SURGEON CONSULTANT VISIT REPORTS**

(Appropriate Letterhead)

MEMORANDUM FOR: MTF/CC

THRU: HQ AFMC/SG

4225 LOGISTICS AVE, RM N209

WRIGHT-PATTERSON AFB OH 45433-5761

FROM:

SUBJECT: Report of AFMC Surgeon Consultant Visit

1. Record of visit:
  - a. Facility visited.
  - b. Dates of visit.
  - c. Purpose of Visit.
2. Professional evaluation of the medical specialty as it relates to its mission and capability.
  - a. Observations on the adequacy of professional staff as related to the scope of health care delivery in consultant's specialty.
  - b. Observations on the continuing program within the appointed consultant's specialty.
3. Review of Air Force Inspection Agency (AFIA) discrepancies.
4. Services rendered as teacher or lecturer.
5. Specific recommendations made to the visited facility's commander for improvement of patient care.
6. Career objective counseling rendered.
7. Recommendations for improving quality and risk management: Each report must include comments on quality or risk management programs relating to the consultant's area of expertise. The report should include which specific areas the consultant examined to provide this judgment, such as inpatient records, outpatient records, committee minutes. Comments should be precise, e.g., specific number of cases or records reviewed, exact period of time reviewed (Jan-Jun 00). Clearly identify cases (register number on the inpatient record) where significant discrepancies are found.
8. Other observations.

(Signature)

Attachment:

cc: MAJCOM SG (when other than AFMC resource)